



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. **10-323** s, 2026

To: Assistant Schools Division Superintendent
SGOD Chief
CID Chief
Public Schools District Supervisors
Elementary and Secondary School Heads
Sports Coordinators and Member of School Sports Club
This Division

MONITORING OF SCHOOL SPORTS CLUB

1. In support with the Department agenda to ensure an enabling learning environment and the well-being of learners, the Bureau of Learner Support Services, School Sports Division (BLSS-SSD) endeavors to integrate more physical activity into the curriculum, to reduce sedentary behavior through a separate daily period in the school program for sports, to make sports participation more accessible to a wide spectrum of Filipinos, and to encourage every child to play, learn, and engage in at least one sport. The School Sports Club (SSC) serves as an extension of formal learning and a supplement to classroom lessons by providing fun and engaging sporting activities that align with students' abilities, interests, competencies, and advocacies. It recognizes the diverse capabilities of all learners and harnesses the transformative power of sports to empower individuals and contribute positively to society.
2. Relative to this effect, the SDO Siargao, through the Schools Governance Operations Division, has already conducted the Division Seminar Workshop for School Sports Club Facilitators on the Teaching of Sports-Specific Skills per Division Memorandum No. 06-170 s. 2025, and Division Memorandum no. 08-222 s. 2026 (Orientation on the Institutionalization of School Sports Club), where the participants are tasked to teach sports-specific skills, organize school sports clubs in their respective schools, and conduct district cascading of the same seminar.
3. To ensure the implementation and organization of school sports clubs in all Elementary and Secondary Schools, an on-site monitoring of school sports clubs and their respective training programs will be conducted with the following schedules; please see enclosures:
4. Regular monitoring and evaluation will be undertaken monthly to ensure program effectiveness.
5. Enclosures: 1. Schedule of Monitoring 2. Monitoring Tool 4. School Sports Club (SSC) Checklist





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6. Expenses incurred for this monitoring shall be charged against operational expenses under Paragraph E of ATC-2026-CO-00143 dated Feb. 24, 2026.
7. Wide and Immediate dissemination of this memorandum is desired.


MANUEL O. CABERTE
Schools Division Superintendent 

Reference: D.O. 22 S. 2025
To be indicated in the Perpetual Index
Under the following subjects:

SPORTS TEACHING PERSONNEL

SGOD/MJT
10/27/26



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SCHEDULE OF MONITORING

DATE	DISTRICT	SCHOOL TO BE VISITED
November 3-4, 2026	Dapa West	Dapa CES Dapa NHS
November 5-6, 2026	Dapa East	Don Enrique NMS Osmeña ES
November 9-13, 2026	General Luna	Consuelo ES Libertad ES General Luna CES Gen. Luna NHS Malinao ES
November 16-20, 2026	Pilar	Maasin ES Katipunan ES Salvacion ES Pilar CES Pilar NHS
November 23-27, 2026	Numancia East	Esperanza ES Sayak ES Oguing Navarro MNHS Mariano Matugas MNHS
December 1-4, 2026	Numancia West	Katipunan ES Mabuhay PS Numancia CES Del Carmen NHS
December 7-9, 2026	San Benito	San Juan ES San Benito CES San Benito NHS

Note: Please be advised that the schedule of monitoring may be subject to change due to upcoming activities. Any adjustments will be communicated in advance for proper coordination and guidance.



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SCHOOL SPORTS DIVISION

**SCHOOL SPORT CLUB MONITORING TOOL
(TECHNICAL ASSISTANT)**

*This School Sports Club (SSC) Monitoring Tool is used by the Schools Division Office (SDO) focal person of School Sports Division in conducting on-site monitoring and validation visits to public schools. Pursuant to **DepEd Order No. 22, s. 2025** — Policy Guidelines on the Institutionalization of the School Sports Club in Public Schools — this tool assesses school-level compliance on learner participation, sports equipment utilization, facilities, coaching and supervision, and conduct of sports activities. Findings shall serve as basis for providing technical assistance and program interventions to ensure the effective and sustained implementation of the School Sports Club Program in all public schools within the division.*

General Directions:

1. This form shall be accomplished by the **SDO Focal Person** during actual on-site monitoring visits to schools implementing the SSC Program pursuant to **DepEd Order No. 22, s. 2025**.
2. Complete all items in the **School Information** section before proceeding with the monitoring proper.
3. Write **N/A** for indicators that are not applicable to the school being monitored.
4. Place a check mark (✓) in the appropriate column based on actual observation and on-site verification only.
5. For **Part III**, verify each indicator as Evident or Not Evident by checking the prescribed Means of Verification (MOVs).
6. Use the **Remarks column** to record additional observations or clarifications per indicator.
7. Attach photo documentation as supporting evidence of the school's SSC implementation.
8. Discuss all findings and recommendations with the **School Head and/or SSC Coordinator** before leaving the school.
9. Accomplish and submit the monitoring data through the **designated online form** and furnish a copy to the **Regional Focal Person** within **three (3) working days** after the monitoring visit.
10. This document is **for official use only** of the **School Sports Division** for the School Sports Club Program.

PART I. SCHOOL INFORMATION (☐ Place a check mark (✓) on the applicable box for Program Offering and Typology of School)

This section captures the basic profile of the school being monitored. The monitoring officer shall fill in all required information accurately based on actual school data at the time of the visit.

Region:		Division:	
School Name:		Name of School Head:	
School ID:		Name of Sports Coordinator:	
Program Offering:	☐ Purely ES ☐ Purely JHS	Typology of School:	☐ Very Small ☐ Small ☐ Medium ☐ Large



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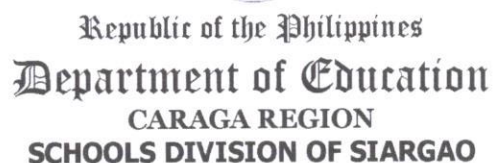
	SSC intramural and extramural activities conducted				
	Advocacy and orientation activities conducted				
	Has at least one sports offering				
The school has:					
Learner Participation	Registered SSC members			• SSC Learner Member Registration • Attendance Log • Parental Consent • Medical Certificate (if applicable)	
	Learners with disabilities, IP, ALS participating				
The school has:					
Assessment	Physical fitness assessments completed			• Physical Fitness Test Result • Sports Skills Assessment Result	
	Sports skills assessments completed				
The school has:					
Supplies and Equipment	Updated Equipment Inventory			• Inventory List (property inventory form) • Physical Supplies and Equipment	
Venue and Facilities	Safe and serviceable sports facilities			• Physical Facility • Actual photo of facilities • Letter or appraisal/ Memo for Exclusive use/MOA/MOV (if applicable)	

The school has:					
Stakeholder Support	Partnerships established			• Notice of Meeting • SGC Resolution • Financial Report • MOA/MOU	
	Stakeholder meetings conducted				



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	Donations and sponsorships received				
The school has:					
Safety Mechanisms	Safety orientation conducted			- No. of Reported SSC Related Injuries - SSC Safety Guidelines (if available) - Parental Consent Medical Certificate (if applicable)	No. of Reported SSC Related Injuries: _____
	Incident/Injury Reports completed				No. of Reported LRP Concerns Related to SSC Activities: _____
	Secured Parental Consent Forms, Health Declaration Forms/Medical Certificate				
	First aid kit available				
The school has:					
Feedback mechanism	Documentation of Activities			- Post-Activity Report - Pictures of Activities	
	Post Activity Evaluation of Activities				

[illegible]



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PART V. SPORTS SUPPLIES, MATERIALS, & EQUIPMENT MANAGEMENT - This section evaluates the proper management, utilization, and condition of sports equipment and materials in the school. The monitoring officer shall check the applicable box based on actual verification during the visit.

Indicator	Yes	No	Remarks
Is the school a SSEDP (Sports Supplies and Equipment Enhancement Disbursement Program) recipient?	☐	☐	
Has a Utilization Report been submitted for the sports equipment?	☐	☐	
Is the equipment properly labeled and organized?	☐	☐	
Is the equipment being actively used during SSC activities?	☐	☐	
Is there available storage room for supplies, materials, & equipment?	☐	☐	
Is there a sports custodian assigned to the school?	☐	☐	
Is there a regular maintenance schedule for equipment?	☐	☐	
Is an updated equipment inventory on file?	☐	☐	
Overall Equipment Condition:	☐ Excellent ☐ Good ☐ Fair ☐ Poor ☐ Needs Replacement		



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PART VI. SPORTS FACILITIES - This section documents the availability, standard, condition, and amenities of sports facilities in the school. The monitoring officer shall fill in all columns based on actual inspection of each facility during the visit.

FACILITY TYPE	Available (Y/N)	Standard		Roofing / Covered	Flooring	Condition			Amenities					Remarks / Issues
		Standard	Non-Standard			Good	For Repair	For Rehab	Bleachers	Toilets	PWD Ramp	Locker / Dressing	Storage	
Gymnasium (Full-size)														
Covered Court														
Multi-Purpose Gymnasium														
Outdoor Court (Basketball)														
Outdoor Court (Volleyball)														
Badminton Court														
Football / Soccer Field														
Track Oval / Running Track														
Swimming Pool														
Table Tennis Area														
Chess / Indoor Game Area														
Other Facility (specify):														
Any buildable space:														



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PART VII. SPORTS ACTIVITIES PARTICIPATED - This section records the sports activities and competitions participated in by the school's Sports Club. The monitoring officer shall check the applicable box and provide relevant details for each activity.

Activity	Participated	Did Not Participated	Details/Date/ Participants
Regular Sports Club Activities / Practice Sessions	☐	☐	
School Sports Meet / Intramurals	☐	☐	
Palarong Pambansa District-Level Sports Meet	☐	☐	
Palarong Pambansa Division-Level Sports Meet	☐	☐	
Palarong Pambansa Regional Sports Meet	☐	☐	
Palarong Pambansa National Sports Meet	☐	☐	
PSC – Initiated Competition	☐	☐	
NSA – Initiated Competition	☐	☐	
LGU Initiated Sports Event	☐	☐	
(NGO) Invitation Sports Event	☐	☐	
Sports Demonstration / Exhibit	☐	☐	
Special Olympics (for learners with disabilities)	☐	☐	
Fun Run / Sports Fitness Events	☐	☐	
Sports Training Camp	☐	☐	
Online / Virtual Sports Competition (Online Chess, martial arts skills demo etc.)	☐	☐	
Other Activity (specify):			



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CAPTION Photo 1 / DESCRIPTION:	CAPTION Photo 2 / DESCRIPTION:	
CAPTION Photo 3 / DESCRIPTION:	CAPTION Photo 4 / DESCRIPTION:	
PART X. FINDINGS, ISSUES AND RECOMMENDATIONS - This section documents the key findings, challenges, and recommendations gathered during the monitoring visit. The monitoring officer shall provide specific and actionable entries to guide the provision of technical assistance and program interventions.		
1.Challenges / Issues Encountered:		
2.Needed Support and Interventions:		



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3.Recommendations for Improvement	
4.Schools Requiring Follow-Up Monitoring	
5.Other Observations/ Comments:	

Signature over Printed Name / Date
Technical Assistant / SDO Representative

Signature over Printed Name / Date
Sports Club Coordinator

Signature over Printed Name / Date
School Head / Principal

Signature over Printed Name / Date
SGOD Chief / Authorized Representative



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SCHOOL SPORTS DIVISION

MONITORING CHECKLIST

Means of Verification to be Checked

Part II — Learners' Enrolment in SSC			
No.	Document / Means of Verification	Available?	Remarks
1	List of Enrollment	☐ Yes ☐ No	
Part III — Monitoring of SSC Implementation			
No.	Document / Means of Verification	Available?	Remarks
1	Participation Rate	☐ Yes ☐ No	
	SSC Learner Registration	☐ Yes ☐ No	
	Attendance	☐ Yes ☐ No	
2	Approved SSC Activity Schedule (<i>per sports</i>)	☐ Yes ☐ No	
3	Stakeholders' Involvement	☐ Yes ☐ No	
	Notice of Meeting	☐ Yes ☐ No	
	Financial Report	☐ Yes ☐ No	
	MOA/MOU	☐ Yes ☐ No	
	SGC Resolution	☐ Yes ☐ No	
4	Type and Extent of Stakeholder Support (<i>if applicable</i>)	☐ Yes ☐ No	
	Award Certificate	☐ Yes ☐ No	
	List of Materials Donated	☐ Yes ☐ No	
5	Injury and Safety	☐ Yes ☐ No	
	No. of Reported SSC Related Injuries	☐ Yes ☐ No	
	SSC Safety Guidelines (<i>if available</i>)	☐ Yes ☐ No	
6	Venue and Facilities	☐ Yes ☐ No	
	Physical Facility	☐ Yes ☐ No	
	Actual photo of facilities	☐ Yes ☐ No	
	Letter or appraisal / Memo for Exclusive Use /MOA/MOV (<i>if available</i>)	☐ Yes ☐ No	
7	Supplies and Equipment	☐ Yes ☐ No	



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	Inventory List (<i>property inventory form</i>)	☐ Yes ☐ No	
	Physical Supplies and Equipment	☐ Yes ☐ No	
8	SSC Organization Management	☐ Yes ☐ No	
	Notice of Meeting	☐ Yes ☐ No	
	Minutes of Meeting	☐ Yes ☐ No	
	Internal Guidelines	☐ Yes ☐ No	
	Organizational Chart	☐ Yes ☐ No	
9	Learners' SSC Organization	☐ Yes ☐ No	
	List of Officers	☐ Yes ☐ No	
	Organizational Chart	☐ Yes ☐ No	
	Notice of Meeting	☐ Yes ☐ No	
	Minutes of Meeting	☐ Yes ☐ No	
	Pictures of Activities (if available)	☐ Yes ☐ No	
	Cert of Accreditation (if applicable)	☐ Yes ☐ No	

Part IV — Sports Equipment Monitoring

No.	Document / Means of Verification	Available?	Remarks
1	Inventory List	☐ Yes ☐ No	
2	Physical Sports Equipment	☐ Yes ☐ No	

Part V — Material Management

No.	Document / Means of Verification	Available?	Remarks
1	Inventory List	☐ Yes ☐ No	
2	Guidelines or Process (if available)	☐ Yes ☐ No	
3	Physical Inventory Check	☐ Yes ☐ No	

Part VI — Physical Inventory

No.	Document / Means of Verification	Available?	Remarks
1	Physical Inventory — Follow the Provided Guidelines	☐ Yes ☐ No	

Part VII — Activity Documentation

No.	Document / Means of Verification	Available?	Remarks
1	Schedule	☐ Yes ☐ No	



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2	After-Activity Report	☐ Yes ☐ No	
3	Pictures	☐ Yes ☐ No	
Part VIII — Facilitator and Program Documentation			

Prepared by _____ Noted by: _____